



MEMORANDUM

Date: July 17, 2020

To: Interested Consulting Firms

From: Mike Tassano, Deputy Director of Community Development, Transportation

Subject: Request for Proposals – On Call Consulting Services - Civil

The City of Pleasanton's Traffic Engineering Division maintains on call consulting contracts with several transportation consulting firms. The budget for these consulting contracts is a combined \$500,000 dollars over a three-year period.

A few of Traffic Engineering's Capital Improvement Projects have a primarily civil design focus with minor transportation related elements. The City is looking for a Civil Engineering Design firm to develop design plans for those projects where Civil Engineering elements are greater in scope than the traffic related elements. These projects are normally small and medium scale Capital Improvement Projects consisting of intersection and median modifications. The work may include design work that requires Caltrans submittal and review. The work may also include pedestrian, bicycle and trail design and modification. The City of Pleasanton is looking to hire a Civil Engineering firm to design these small and medium scale projects through an on-call contract.

This contract will use the existing on call budget that has a combined \$500,000 budget over the next 3 years (3 consulting contracts with traffic engineering firms already exist with a \$100,000 dollar annual maximum). The City is looking to add a Civil Engineering Firm. . The contract maximum for this annual contract will be \$100,000 per year (3 year contract) with the option to allow for 2 contract extensions, one at the end of the 2022/23 fiscal year and one at the 2023/24 fiscal year.

The City is requesting Proposals for consultant services to provide on call civil design services for Capital Improvement Projects, Plan Development and other similar civil design work. This Professional Services Contract will be used mainly for the development of transportation related CIP projects contained within the City's 4-year CIP program.

The City's usage of the consultants' services are on an as-needed basis so that if the demand is not there, then the services will not be requested. For each on-call service request, the consultant and the City will agree upon the specific scope of work and cost for that project. The City has the right to retain other consulting firms in its sole discretion when the City believes there will be an economic or other significant advantage for doing so. Services for each contract will be provided on a negotiated fee basis, per work order. No minimum amount of

work is guaranteed under the agreement. Compensation will be based on time and materials with a not-to-exceed limit based on the consultant's submitted fee schedule.

Scope of Services

Listed below and in greater detail in Exhibit A are tasks the consultant is expected to incorporate in the proposed scope of services

Please provide 3 copies of the following:

Introductory Letter

- Office location at which work will be performed
- Qualifications and experience of project manager and team
 - Capital Improvement Plan design experience
 - Project examples of work accomplished that is similar in size and content to the Scope of Services
 - Other examples of on call contracts
 - List of references
- Project delivery estimates –
 - Example projects types and delivery timelines:
 - Redesign and construction of intersection to provide additional left turn lane in existing ROW.
 - Removal of travel lane to construct protected bike lane
 - Redesign of intersection to create protected intersection
- Supportive information - other services offered
- References
- Staff Billing Rates

Selection Process

All proposals received by the due date will be evaluated by the City. Only information which is received in response to the RFP or any subsequent interview will be evaluated. The City will judge the responses of each proposing firm in several critical areas. The City, at its discretion may invite selected proposers to an oral interview to further assess qualifications and assist in the final selection process.

Selection Criteria

The Proposals will be evaluated and rated based on the following factors:

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| 1. PROPOSAL CONTENT | 10 |
| 2. CONSULTANT EXPERIENCE | 30 |
| • Qualifications and relevant experience of consultant and sub-consultant personnel | |
| 3. CONTRACT UNDERSTANDING | 30 |
| • Understanding of the on-call contract and type of work required. | |
| 4. FIRM'S CAPABILITIES | 30 |
| • Demonstrated capability on similar or related projects | |
| • Methods to be used in the performance of civil engineering tasks. | |
| • Approach to maintaining quality of work and cost control | |
| • Commitment to availability of personnel assigned to the contract for task order work on short notice | |
| • Ability to work with constrained timelines and keep project on track | |

Application

If you are interested, please submit a proposal by 4:00 p.m. on **Thursday, July 30th, 2020** to City of Pleasanton, PO Box 520, Pleasanton CA 94566 attn: traffic engineering. We anticipate awarding contracts to the top firm at the second City Council meeting in August, 2020.

If you have any questions or comments, please contact me at (925) 931-5670 or via email at mtassano@cityofpleasantonca.gov

EXHIBIT A
SCOPE OF SERVICES
ON-CALL CIVIL ENGINEERING SERVICES

The City desires to obtain the services of one or more outside organizations to assist with Civil Engineering Services for design of capital improvement projects. Proposers are encouraged to focus on their areas of strength and are not required to team with a large number of sub-consultants to cover all potential types of projects.

The scope of work includes, but is not limited to, the following:

1. Provide staff and services on an on-call, as-needed basis.
2. Provide civil design services for modification of City infrastructure.
3. Provide in-house personnel or sub-consultants for survey, electrical, and landscaping architecture.
4. Provide the full range of engineering services including preliminary studies, drawings, specifications, estimates and other professional services.

Typical projects may include:

1. Intersection redesign including:
 - PCC curb, gutter and ramps
 - Complete Street Design
 - Removal of medians and pork chop islands at signalized intersections
 - Addition of travel lanes
 - Protected intersections
 - Site grading, retaining walls and utility relocation for intersection and roadway widening
 - Street geometrics, striping and signage analysis and design
2. Traffic signal and street lighting equipment replacement, including pole and cabinet foundations and conduits.
3. Parking lot design, including layout, pavement type and lighting
4. Pedestrian, Bicycle and Trail improvements
 - Sidewalk widening and sidewalk gap closure
 - Trail design including grading and ADA design and access
5. Survey
6. ROW determination and acquisition
7. Other Civil Engineering related design as needed